



## **Town of Lexington Police Department Parking Lot Attendant**

**Part time. Saturday 1:00 pm – 8:30 pm and per diem as needed.**

**Starting hourly rate is \$13.08/hour.**

***Parking Lot Attendants who are qualified, and appointed Traffic Officers, have the potential for extra earnings by working traffic details and road jobs.***

Assist in the daily activities related to operating a customer-oriented attendant parking lot.

### **ESSENTIAL JOB FUNCTIONS:**

- Perform the role of attendant which includes the issuing and receiving of parking receipts while managing a cash register. The performance of routine and repetitive tasks which require some judgment, considerable contact with the public and the handling of substantial amounts of money
- Determine and collect appropriate parking fees
- Count and band accumulated dollar bills and may roll coin, if necessary.
- Ensure that customers park in proper alignment in the designated spaces.
- May be responsible for moving a vehicle to allow exit of other vehicles.
- Keep parking booth and lot neat and free of litter in varying weather conditions.
- Provide general security by locking up booth at the end of day.
- May be responsible for preparing the daily tally report at the end of the day, balancing the cash deposit and delivering it to the night depository.

Requires a High School diploma or equivalent, 2-4 years' experience in traffic control, cash sales, customer services or related field; a valid Class D driver's license; and the ability to operate a standard transmission vehicle.

As an employee of the Lexington Police Department all candidates are subject to a CORI screening and driving record history evaluation as a condition of employment.

To apply, please submit Town Application form **(required)** to Human Resources, Town of Lexington, 1625 Massachusetts Ave., Lexington, MA 02420. For the required application form and job description, email: [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov) or download from [www.lexingtonma.gov](http://www.lexingtonma.gov), or pick up at the Human Resources Department. AA/EEO